

TITLE I-A TIMELINE

Timeline	Location	Activity
June 30	LEA	Submit an “approvable” Consolidated Federal and State Grant Application to the State in order for spending authority to begin July 1
		Review contact information in New IDCI and meet with district ISEE coordinator to upload an updated contact list to ISEE: program Contacts and Building Directory files through the State Reporting Manager in the ISEE Directory Program Contacts manifest
July	LEA	Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
Registration (prior to withdrawing ensure that parents and unaccompanied youth know about the right to stay in the school of origin)	School	Ask about the nighttime residence of all students and provide information, including parent and student rights, on McKinney-Vento
August	LEA	Federal Program Director and Business Manager meet to about the budget.
		Title I-A Annual Performance Report due to SDE
		Update each school’s report card link to SDE Report Card for each specific school
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
	School	Review and revise last spring’s program evaluation based on the additional State assessment data
		Identify students for supplemental services
14 days prior to school beginning	LEA with any Rapid Improvement or Turnaround schools	Notify parents of <i>eligible</i> students in a Rapid Improvement or Turnaround school of the Family and Student Support (FaSS) requirements – extended day and enrollment options
August/September	School	Plan and conduct Title I Annual Meeting for all parents in schoolwide and parents of served students in targeted assistance

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		<ul style="list-style-type: none"> For the purpose of informing parents of their school's participation in Title I and to explain the requirements of Title I and the rights of parents to be involve Keep sign-in sheets and copy of the agenda
		Disseminate the LEA Parent Involvement Policy
		Disseminate the School Parent Involvement Plan
		Disseminate the School-Parent Compact
		Provide parents an opportunity to give input on the use of Parent Involvement funds (i.e. survey), if applicable (LEA sets aside PI funds for school; PI set-aside is required for LEAs with TI allocation of \$500,000 or more)
		For Schoolwide schools, provide parents access to the Schoolwide plan
		Disseminate parent notification regarding the right to ask for the professional qualifications of teachers and paraprofessionals
September	LEA	Federal Program Director and Business Manager meet to review the budget and make adjustments if necessary.
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
September/October	LEA	Plan and conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the LEA parent involvement policy in improving student achievement across the schools
	School	Update periodically, with the involvement of parents, the school parent involvement plan in order that it meets the changing needs of parents and the school
		Plan and schedule 2-4 Academic Involvement events for parents; at least one each semester. Ensure that the event provides parents with information about how to assist their student at home. Send agendas and sign in sheets to Federal Programs Director and place in electronic file.

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October	LEA	Federal Program Director and Business Manager meet to review Final TI allocation amount and revise budget/CFSGA as needed
		Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
	School	Principal(s) complete attestation forms and send to Federal Programs Director for file
November	LEA	Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
	School	Parent-Teacher Conferences (required at elementary school)
December	LEA	Time and Effort: <ul style="list-style-type: none"> • Employees supported 100% by a single Federal award or cost objective complete a semi-annual certification – kept on file with payroll records • Staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
		Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
January	LEA	Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are

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		met
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
February	LEA	Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
March	LEA	Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
April	LEA	Federal Program Director and Business Manager meet to review expenditures and to ensure that Federal funds are expended as the law allows and that program requirements are met
		Review new fiscal year preliminary allocation numbers for federal programs as released by SDE and begin planning (Federal Program Director, Business Manager, principals, etc.)use of Federal funds for next fiscal year
		Leadership team conducts a needs assessment of students, teachers, families, and community members and use results of this assessment and Title I program evaluation data to inform decisions regarding use of Federal funds

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		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
	School	Annually evaluate each Schoolwide and targeted assistance program using data to determine program effectiveness in increasing achievement of students in meeting state standards; plan programmatic and instructional changes for following year
April/May	LEA	State assessment is administered to all students grade 3-8, 10
May	LEA	Federal Program Director and Business Manager meet to review expenditures, plan budget revisions if needed, and plan revisions to CFSGA as needed
		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
	LEA/School	Provide parents individual information on the level of achievement of parent's child in each of the State's academic assessments
		Update inventory records of materials purchased with federal funds; inventory file is maintained at LEA; complete a physical check at school of inventory at least every two years and reconcile with inventory records.
May/June	LEA	Employees supported 100% by a single Federal award or cost objective complete a semi-annual certification – kept on file with payroll records
		Make final revisions to CFSGA based on actual program and budget expenditures
		Review Title I-A Annual Performance Report data; complete a corrected ISEE upload to correct data if necessary; input non-prepopulated data; complete assurance page and submit by due date – August/September
June	LEA	Federal Program Director and Business Manager meet to review expenditures, plan budget revisions if needed, and plan revisions to CFSGA as needed

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		Time and effort – all staff paid in part with a Federal fund or with more than one Federal fund complete a personnel activity report based on positive time and reflecting payroll records
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Ongoing:

- Ensure that paraprofessionals receive regular and meaningful professional development on ongoing basis
- Meeting agendas, minutes and sign in sheets of appropriate events are sent to Federal Programs Director in electronic file
- All parent notifications to parents are provided in language and format parents understand
- Frequent reports on student progress is provided to parents